



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

Opening Date: 12/30/2014

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Closing Date: 01/30/2015

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If you are interested in this position, please submit the following:

- Completed Application
- Must possess a high school diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Full Time Recreation Assistant

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Department: Recreation

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Work Schedule: Varies

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Wage Rate: Pay Range 10: \$12.41/ Hr. / Non-Exempt

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IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**TITLE:** Full Time Recreation Assistant

**WORKSITE:** Tule River Recreation Center  
308 N. Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The Recreational Assistant will assist in the implementation of a variety of recreational indoor/outdoor program activities for youth and adults, maintain an inventory of all supplies for indoor/outdoor activities, assist others in the department with following through with monthly calendar activities, encourage appropriate behavior from all who attend the gym or outings, document and maintain records of incident reports as needed for parents and directors, organize supplies and equipment, clean and maintain gym, vans, and any other designated area used in the course of an activity or project.

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### DUTIES & RESPONSIBILITIES:

1. Enjoy working with youth and adolescents.
2. General interest in sports, outdoors, and creative hands on activities.
3. Prepare and schedule activities.
4. Monitor and help participants during activities.
5. Interact, supervise and promote events and activities.
6. Receives, stores, and issues equipment and supplies as needed.
7. Monitors activities of children during recreational trips or tours.
8. Must be able to work flexible hours when required.
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### QUALIFICATIONS:

1. Must possess a high school diploma or GED.
2. Must possess valid a California Class C Drivers License and be willing to obtain a California Class B Drivers License within (3) months of employment and be insurable through the Tribe.
3. Must successfully complete a TB Skin Test or have completed
4. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
5. Must be CPR and First Aid certified or must be completed within (3) months of employment.
6. Must possess a Mandated Reporter Training Certificate or obtain certificate within (3) months of employment.

Approved by TRTC: 05/02/13

7. Must possess a Food Handler Certificate or obtain certificate within (3) months of employment.
8. Must be willing to work with all age groups and ethnic groups.
9. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.

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**OTHER SKILLS & ABILITIES:**

1. Must be patient.
2. Must be culturally sensitive to the Tribe's Culture.
3. Must speak and write clearly.
4. Must have experience with craft, arts, and indoor/outdoor games.
5. Basic reading and writing, and comprehensive skills.
6. Some basic computer and clerical skills.
7. Assure that the areas of use are accident free.

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**PHYSICAL REQUIRMENTS:**

Position requires balancing, bending, crouching, kneeling, reaching, and standing. Exposure to adverse weather conditions and temperature extremes. Exposure to wet and/or slippery surfaces. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and be able to work in/near active vehicular traffic. This position also requires tasks that require strenuous physical exertion.

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**This position reports to:** Recreation Assistant Director

**Salary:** Pay Range 10: \$12.41/ Hr.  
Paid Bi-Weekly/ Non-Exempt

**Hours:** Varies

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Plan.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**